



Bid Number 50 - 116779

A three year contract for labor, materials, & equipment necessary to supply full coverage preventive & repair maintenance for the HVAC & associated devices at the John Alario Sr. Center & Segnette Stadium.

JULY 7, 2016 AT 2:00 PM

ATTENTION VENDORS!!!

Please review all pages and respond accordingly, complying with all provisions in the technical specifications and Jefferson Parish Instructions for Bidders and General Terms and Conditions. All bids must be received in the Purchasing Department by the bid due date and time.

**Jefferson Parish Purchasing Department
200 Derbigny Street
General Government Building, Suite 4400
Gretna, LA 70053
Donna Reamey
Dreamey@Jeffparish.net
504-364-2684**

Section 1.0 – Pre-Bid Conference

It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid. To schedule a site visit:

Name: Drew Copponex, Operations Manager

Location: John A. Alario Sr. Event Center

2000 Segnette Blvd.

Westwego, La. 70094

Phone # 504-349-5525

Hours: Monday – Friday between hours of 8:30 a.m. to 4:30 p.m.

Section 2.0 – Bonds

The following requirements will be the responsibility of the Vendor.

A bid bond will be required with bid submission in the amount of 5% of the total bid submitted. Acceptable forms shall be limited to cashier's check, certified check, money order or surety bid bond. If submitting bid online, vendors must submit bond through respective online clearinghouse bond management system as indicated in the Electronic Procurement System.

A Performance bond will be required for this bid. The amount of the bond will be 100% of the contract price. The performance bond shall be supplied at the signing of the contract.

Section 2.1 - Licenses and Certification

A Louisiana State Contractor's license will be required in accordance with LSA-R.S. 37-2150-2150 and such license number will be shown on outside of bid envelope. Classification shall be **Mechanical Contractors License** including heating, air conditioning, ventilation, duct work and refrigeration. Failure to comply will cause bid to be rejected. Additionally if submitting the bid electronically, then the license number must be entered in the appropriate field in the Electronic Procurement System. Failure to comply will cause the bid to be rejected.

The contractor shall provide the resume of the technician who will service the Siemens DDC control systems with their bid. Failure to comply will cause the bid to be rejected.

Vendor shall furnish all personnel/labor, parts, materials, test equipment, tools, and services in accordance with the specifications contained herein.

Services shall be performed by personnel that are directly employed by the contractor. Vendor shall maintain during the duration of this contract; licensed certified and trained technicians capable of performing manufacturer's recommended maintenance, repairs, and installation on all equipment listed in these specifications. The failure to maintain such requirements will be cause for termination of the contract. Technicians will be licensed and/or certified by EPA, ASHRAE, (American Society of Heating, Refrigeration and A/C Engineers), OSHA, as required. The Vendor should have someone on staff, familiar with Federal regulations relating to the 1990 clean Air Act, EPA – DEQ's Indoor Air Quality, Building Related Illness, and Sick Building syndrome studies.

Technicians shall be trained, licensed and certified, and experienced with HVAC systems, chiller systems, computerized controls and all equipment and systems located within the facilities listed in these specifications. Technicians shall be experienced with this type of plant equipment. All Technicians must be computer literate, and understand the language used in all of the Jefferson Parish Plants.

All licenses, certifications, etc., described and held by prospective technicians, shall apply to both the Preventive maintenance installation and the Repair aspect of work described herein and shall remain current throughout the entire term of any agreement.

All work shall comply with the refrigerant recycling Requirements of Section 608 of the Clean Air Act 1990, as amended (CCA), including final regulations published on May 14, 1993 (58 FR 28660), and the prohibition on venting that became effective on July 1, 1992.

Section 2.2 - Liquidated Damages

Failure to respond: If the contractor fails to respond to the site/location with a qualified serviceman within four (4) hours from receiving a service request, (two (2) hours for emergencies) the Department shall assess as liquidated damages the sum of \$100.00 for each hour beyond the foregoing response times, which shall be offset against the next/succeeding month's billing. (Emergencies are declared by the Department when the occupants' health and safety, equipment operation, or building safety is in jeopardy. If the public and employee presence in the building is effected to the degree that would require possible closing of the facility/building that will also be considered an emergency.)

If any of the underlying HVAC equipment remains out of service for a period exceeding twenty-four (24) hours due to negligence or failure to comply with the provisions of these specifications, or should the contractor fail to report with a qualified serviceman within the specified time, the Department may assess as liquidated damages for each twenty-four (24) hour period, beginning with the initial time period, the sum of \$200.00, which shall be offset from the next/succeeding month's billing for each failure to report in a timely manner to a request for services. .

Service calls shall be completed within twenty-four (24) hours after receipt of breakdown service request. The twenty-four (24) hour requirement may be extended by the Department if extenuating circumstances prevail. Extensions may be granted on a case-by-case basis. Contractor must document causes of delay, etc., and show proof that all reasonable efforts have been made to restore equipment to normal operation.

Section 2.3 – Permits

The contractor shall obtain any and all permits required by the Jefferson parish Department of Inspection and Code Enforcement. The contractor shall also be responsible for payment of these permits. All permits must be obtained prior to the start of the project.

Certificate of Final Inspection must be submitted to the Department of General Services before final payment is rendered.

Section 3.0 – Scope

This bid shall cover the furnishing of labor, materials, supplies and equipment necessary to provide turn-key maintenance, and complete repair and replacement of all HVAC systems, facility management system and all appliances associated to the energy, ventilation and comfort systems within the JOHN A. ALARIO, SR. EVENT CENTER AND SEGNETTE FIELD BASEBALL STADIUM located at 2000 Segnette Boulevard Westwego, LA 70094.

Section 3.1 – Work Not Included

Vendor must obtain prior, written authorization from the Department Director to perform any unforeseen work and/or repairs not included in the scope of work as outlined herein.

Section 4.0 – Bid Specifications

The HVAC systems, facility management system and all appliances associated to the energy, ventilation and comfort managing shall be maintained in accordance with the manufacturer's recommendations and standard work practices of the trade, for heating, cooling, air handling, air filtration, ventilating equipment, appliances, and refrigeration equipment hereinafter sometimes referred to as "the air conditioning systems." All equipment shall be maintained to allow for proper and efficient operation at all times. Equipment failure shall be addressed expeditiously either by repair or replacement to avoid disruption in facility events.

Section 4.1 - Equipment

The Vendor is responsible for all equipment listed in these specifications. This work covers all major pieces of equipment and all appurtenant devices systems that are related to the equipment:

Alario Center

Package Unit One
MFG: Trane (25 tons)

Model # SFHLF254HK10C17DL01A0C00000000RT008600
Serial # C13E02732

Package Unit Two
MFG: Trane (50 tons)
Model # SFHL504HK10C37D1L01A0C00000000RT008600
Serial # C13E02731

Package Unit Three
MFG: Munters (100 tons)
Model # PV-W20-WPO
Serial # 21327685

Package Unit Four
MFG: Trane (60 Tons)
Model # SFHLF604HK10C57D1L01A0C00000000RT008600#
Serial # C13E02729

Package Unit Five
MFG: Trane (60 Tons)
Model # SFHLF604HK10C57D1L01A0C00000000RT008600#
Serial # C13E02730

Package Unit Six
MFG: Daikin (40 Tons)
Model # RPS042D
Serial # FBOU131200680

Package Unit Seven
MFG: Daikin (40 Tons)
Model # RPS020D
Serial # FBOU131200671

Package Unit Eight
MFG: Daikin (40 Tons)
Model # RPS042D
Serial # FBO131200598

Split System:

MFG: Trane

Model # mccb014uaoboub

Serial # k06f80769

Chiller System:

Chiller number 1

Mfg: Carrier (40 Tons)

Model: 38AH-084-621JA

Serial: 4107Q08931

Chiller number 2

Mfg: Carrier (40 TONS)

Model: 38AH-084-621JA

Serial: 4107Q08928

Boiler System:

Hot water boiler 1

Mfg: Ventura (23 Blr hp)

Model: 80v125

Serial: 0909128134

Hot water boiler 2

Mfg: PK Thermific (25 Blr HP)

Model: N1000

Hot water pump 1

Mfg: Baldor (3 HP)

Hot water pump 2

Mfg: Baldor (3 HP)

Boiler (Two Tanks)
MFG: Lochinvar
Model # cwn0495pm
Serial # k973609

Air Handlers:

AHU 1
Model: 39MN50CL2102422SXQ

Serial: 4507U34280

AHU 2
Model: 39MN50CL2102422SXQ
MFG: Carrier (25 HP motor and drive)
Serial: 4507U34280

Package Units:

Package unit 1
Munters
Model: HCUC8040AAD
Serial: FBB0000DNCS00CA00

Kitchen Equipment

Refrigerators:

Frigidaire Model # LFHT1513LW9, serial # BA24026706
(2) each GE Refrigerators Model #TBX25PAYGRWW, Serial #RT564290,
#RT564279

Master-Bilt Model # CM-3 50, serial # J0361872
HTP Model # hta2687ba, serial # wo6f34463106018
HTP Model # hta2687ba, serial # wo6f34463106017
HTP Model # hte2660bd, serial # wo6e33943014013

Ice Makers:

Manitowoc Ice Machine Model # sy1804a3.263, Serial # 110138594

Manitowoc Ice Machine Model # QD1003W, serial # 980866822

Follett Ice Storage Bin Model # LSG1145, serial # B95054-09106

Boilers:

Rheem Rudd Universal Boiler Model # G100-250A-8, Serial #

URNGO806G0054

Segnette Field Baseball Stadium

Split System One

MFG: York (3 Tons)

* Concession Stand

Window Units (2) Model and serial N/A

* Press Box

* Coaches office

Kitchen Equipment

Refrigerators:

- Magic Chef Refrigerator Model #CTB1521ARW, Serial #12917928WB
- (2) each- GE Refrigerators Model #TBX25PAYGRWW, Serial #RT564290, #RT564279

Freezer:

- Kenmore Freezer Model #253.21041103, Serial #WB20233100

Ice Makers:

- Follet Ice Maker Model #DEV3200SG-72, Serial #B95054-091 06
- Ice-o-Matic Ice Maker Model #TCE0500HAZ, Serial #A217-06242-Z

Heating System

To include all pumps, heating coils, steam traps, water strainers, unit heaters, duct heaters, de-humidifiers/humidifiers, heat exchangers, etc.

Cooling System

To include all air conditioning compressors, evaporative condensers, air cooled condensers, pumps, water chillers, condenser coils, tube bundles, cabinetry, etc.

Air Handling System

To include all fans, motors, air filters, dampers, induction units, mixing boxes, fan coil units, etc.

Temperature Control System

To include all thermostats, thermostat covers, temperature sensors, temperature controls, pressure controls, relays, limit switches, and valves operators, damper motors, humidity controls, step switches, time clocks, contactors, controller, capacity controls, recorders, gauges, and air compressor (for pneumatic control system)

Miscellaneous Equipment

To include all direct expansion valves, thermometers, gauges, pump and fan motor drives, belts and refrigerant.

The Siemens Apogee Insight Control System for Hall C consisting of the following:

Direct Digital Control (DDC) Equipment List:

- 1 each- Siemens Insight Work Station with Software upgrades for the length of the contract
- 1 each -Siemens Insight workstation trunk interface
- 1 each- Siemens PXC Modular
- 5 each- Mechanical Equipment Controllers (MEC)
- 10 each- Electronic damper Actuators
- 10 each- Electric Relay
- 5 each- 2-inch valves
- 12 each -Temp, Duct RTD, Averaging, Platinum

5 each- Temp, Immersed/Strap-On Pipe RTD, Platinum
7 each -Terminal Equipment Controllers (TEC)
2 each -Siemens SED variable frequency drives

The contractor shall provide the following on the existing Siemens system:

Control loop tuning
Data protection and recovery
Network maintenance, repair or replacement
Software maintenance, repair or replacement
Software (OEM) upgrades must be provided during the contract

The contractor shall provide the resume of the technician who will service the Siemens DDC control systems with their bid. Failure to comply will cause the bid to be rejected.

Equipment Not Included: foundations, structural supports, water supply lines, steam supply lines, condensation lines, drains, ductwork, hot and chilled water distribution piping, plumbing and electrical power supply

The general services listed below shall apply to all systems and Equipment described in section 4.1 of these specifications:

SECTION 5.0 - Parts and Labor Coverage

Parts Replacement

All Labor, travel time, and delivery charges shall be supplied by the successful vendor at no additional cost to Jefferson Parish.

All parts, components, or devices for the Equipment that are worn out or are not in proper operational condition shall be repaired, and/or replaced with new parts, components, or devices furnished by Contractor at no additional cost to Jefferson Parish.

When Equipment or parts replaced in their entirety and a newer design of this device is available and is functionally equivalent and compatible, the

device of the newer design shall be used as the replacement at no additional cost to Jefferson Parish.

Contractor shall supply all repair and replacement parts, components and devices for the Equipment listed in Section 4.1. at no additional cost to Jefferson Parish.

All Parts shall have a minimum of a (1) year warranty from the manufacturer from date of installation at no additional cost to Jefferson Parish.

Section 6.0 - Preventive Maintenance

Scheduling Preventive Maintenance:

Contractor shall prepare and submit a practical, monthly schedule showing the order in which the Contractor shall carry out the preventive maintenance duties as well as the dates on which the Contractor will start the first scheduled preventative maintenance service work. The successful Contractor will, at the beginning of each month, schedule set-days for scheduled preventive maintenance. Contractor will notify the Department representative, which items will be inspected/maintained for each week of each month and the resulting schedule will thus become mandatory for that particular month. Should the Contractor find that it is impossible to maintain the designated/scheduled days, the Department Representative shall be notified immediately.

Preventive maintenance is to be performed on all equipment in accordance with Manufacturer's recommendations, specifications and industry standards. Preventive Maintenance Service shall include inspection of all HVAC and appliance equipment. Contractor shall ensure that equipment is providing an efficient, satisfactory operation and temperature comfort zone. Preventive Maintenance Services shall in no case be less frequent than once each month. Annually, the indoor and outdoor coils and base panels are to be cleaned and maintained for efficient operation. Decorative front panels as well as complete cabinets are to be cleaned during this annual equipment maintenance.

The successful contractor shall notify the Department representative when any equipment, devices, systems, or components are not in proper working order or when they may have an adverse impact on the operational performance and ability of the system to provide optimum cooling and heating, and/or efficiencies.

The heating system equipment shall be inspected and checked before the beginning of the season for required heating. Clean burner orifices, passages, nozzles, combustion chambers, pilot, and/or igniter, before the heating season.

Examine each piece of Equipment and devices to see that it is functioning properly and is in good operational condition.

Clean all components of dust, old lubricants, etc. to allow the Equipment to function as designed.

Paint all Equipment as needed to prevent and protect against corrosion and deterioration.

Lubricate all Equipment as per manufacturer's guidelines where needed to permit bearings, gears, and all contact wearing points to operate freely and without undue wear.

Adjust all linkages, motors, drives, etc. that have drifted from the initial design settings and positions.

Calibrate all sensing, monitoring, output and safety devices as per manufacturer's guidelines for optimum efficiencies.

Repair the device by the addition of replacement parts, should the above maintenance not be adequate.

Replace the device should the above repair not be adequate.

Charge units with applicable refrigerant as required to maintain proper cooling at no additional cost to Jefferson Parish.

Test and cycle all equipment as a system after it has been cleaned, lubricated, adjusted, and calibrated to assure that it is in proper operating condition and performing at optimum efficiency.

All miscellaneous parts and supplies necessary to maintain the Equipment (belt, valve packing, lubricants, tools, paints, refrigerant, test instruments, meters, etc.) shall be supplied by Contractor at no additional cost to Jefferson Parish.

The successful respondent shall contact the Department Representative prior to system cleaning and testing to schedule for fire safety assurance purposes.

SECTION 7.0 - Filter Services

Air Filtration System:

Pre-filters, frame filters, pouch filters and fan coil filters

Filter frames shall be of the reusable type and shall be of a permanent rigid construction that shall permit the insertion of media pads, and may also allow the use of optional pads with different efficiencies, if needed.

Filter frames shall be sized to fill the entire cross section of the units to prevent "blow-by" and eliminate filter spaces in the system.

Replace all air filters monthly with proper size and density filters. Filters used shall be pre-pleated, 40% efficiency type, or as recommended by the equipment manufacturer for this climate, demand/load, environment, and maintaining approved Indoor Air Quality, with a high degree of energy efficiency. Filter Services and filter material has been included with this Preventive Maintenance Agreement, and is based on monthly filter changes. In the event that monthly filter changes appear to be too frequent because of the buildings' environment, a reduced frequency of changes may be acceptable. The primary criteria in this case will be air flow-filtering efficiency, and electrical-utility efficiencies. However, in no case shall filter changes be less than 6 changes annually. Contractor will remove all old filters and debris from property, and broom-sweep/cleanup.

Costs for all delivery charges, parts, and supplies as described above shall be included as a part of the Preventative Maintenance and Repair Program at no additional cost to Jefferson Parish.

SECTION 8.0 - Emergency Services/Consulting Services

Contractor shall provide emergency service on an as needed basis at no additional cost to Jefferson Parish. Emergency service shall be considered any call in addition to the scheduled preventive maintenance calls.

This emergency service shall be provided as often as needed, on a 24-hour basis, weekends and holidays included at no additional cost to Jefferson Parish.

Contractor shall respond to an emergency call within two (2) hours.

Emergency service response system shall be a professionally manned telephone answering service. Automatic telephone answering/recording machines or home telephone numbers are not acceptable.

Repairs to critical equipment shall be expedited as much as possible to minimize downtime. Delays caused by price shopping for parts or longer than necessary delivery because of lower cost of a part to contractor is unacceptable.

Contractor shall be available, at no additional charge, for consultation relative to minor design and equipment changes, or modifications to automatic temperature control, and mechanic systems.

Section 9.0 - Response Time

Service call response time, Non-Emergency: The Vendor's routine response time, in the event of a breakdown or malfunction that is not considered an emergency, shall not exceed four (4) hours from notification. Repair(s)

shall be accomplished between the hours of 7:30 am and 4:30 pm, unless otherwise directed by the Department.

Emergency Response: The Vendor shall respond promptly to the troubled site/location, not to exceed two (2) hours from initial telephone contact. Emergencies are declared by the Department when the occupants' health and safety, equipment operation, or building safety is in jeopardy. If the public and employee presence in the building is effected to the degree that would require possible closing of the facility/building that will also be considered an emergency. Failure to make prompt necessary repairs shall be grounds for immediate cancellation of this contract. It shall be understood that the vendor is to be capable of providing qualified personnel for service repairs and will be subject to call-out on short notice at any time, on any day of the week, for the duration of this contract, regardless of weather conditions.

Authorized Emergency Callers – After Normal Working Hours: Emergency calls may only be requested by those individuals authorized and identified in writing as Alario Center Managers or their designees.

Vendor shall provide the name and contact number for that person within its organization that is responsible for emergency calls. In addition to the Vendor's contact person, contractor shall include the name and contact number of someone within the Company's management structure. This additional number is not to be used unless there is a failure to respond to the emergency call, or if respondent has not arrived at the troubled location, within a reasonable time.

Upon completion of any services, inspections, or repairs, the technician shall leave with the Department representative a detailed service ticket including the following:

1. The name of the facility
2. The make, model, and serial number of the unit served
3. A description of the work performed, and the dates that work was performed
4. Signature of the Department representative and service technician

5. Itemized list of all parts and material used, including manufacturer's part numbers and quantities of each
6. Number of labor hours on site (ticket should include arrival and departure time)

The Department reserves the right to inspect the conditions of all parts, (old and new) equipment, and workmanship prior to, during, or after repair-work, and prior to the approval of all invoices.

Section 10.0 - Service Performance Guarantees

A representative of Jefferson Parish may review, at any time, the services provided and reports submitted, to verify that the preventive maintenance is being properly and adequately performed. Any lack of maintenance services will be submitted to Vendor in writing for correction.

For problems or deficiencies of significant importance or of a continual nature, a time period of compliance shall be established after discussion and mutual agreement. Failure on Vendor's part to correct the deficiencies within the time period agreed upon shall constitute cause for termination of the services and/or withholding of payment.

Section 11.0 Security – Limited Access

The HVAC maintenance work will be performed at the John A. Alario, Sr. Event Center and Segnette Field Baseball Stadium. Access to and from the sites will be safeguarded as follows:

All employees of Contractor and/or employees of subcontractors must sign in at the Alario Center office upon arrival and departure.

All employees of the contractor and/or employees of subcontractor must inform Alario Center administration upon arrival with the nature of the visit.

All personnel of Contractor and/or subcontractors working on this contract shall possess an identification badge with photograph, the company name, and the individual's name. Each identification badge shall be worn in a conspicuous area of the individuals' shirt front (e.g. left side pocket).

Contractor and subcontractors' employees may use public restroom facilities for personal use only, provided they help maintain cleanliness. The cleaning of equipment or tools in lavatories or any misuse of any kind in the restroom facilities will not be tolerated. Any damages incurred by vendor personnel shall remain the sole responsibility of the vendor.

The contractor must consider the security and integrity of the Facility before, during, and after daily preventive maintenance and/or repair. The successful vendor shall prevent access by the public to materials, tools, ladder, equipment, etc. during the course of this contract. Tools, equipment, materials, and miscellaneous supplies are the responsibility of the Contractor, and must be protected and secured at all times, to the satisfaction of the Department.

The Contractor's maintenance work that will be performed shall normally be scheduled Monday through Friday, between the hours of 7:30 am and 4:30 pm. Circumstance however, may dictate other days and hours.

DATE: 6/08/2016

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00116779

JEFFERSON PARISH
PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009
504-364-2678

BUYER: DREAMEY@jeffparish.net

BIDS WILL BE RECEIVED IN THE PURCHASING DEPARTMENT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 UNTIL 2:00 PM, 7/07/2016 AND PUBLICLY OPENED THEREAFTER.

LATE BIDS WILL NOT BE ACCEPTED

Unless submitting via online (see Page 3), each bid must be submitted in a sealed envelope bearing on the outside; the name of the Bidder, his address, and the name of the project for which the bid is submitted and the bid number.

NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN, AND PROPERLY SIGNED BY A MEMBER OF THE FIRM OR AUTHORIZED REPRESENTATIVE, WILL BE ACCEPTED. PENCIL AND/OR PHOTOSTATIC FIGURES OR SIGNATURES SHALL RESULT IN BID REJECTION.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. By submitting a bid, vendor agrees to comply with all provisions of Louisiana Law as well be in compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish Resolution No. 113646 and/or Resolution No. 113647.

All vendors submitting bids must register as a Jefferson Parish vendor if not already yet registered. Bidders may be required to furnish current W-9 Forms and respective Tax Identification Numbers within 10 days after bid opening if such information is not on file or not up to date. Registration forms may be downloaded from www.purchasing.jeffparish.net and clicking on Vendor Information.

All quotations shall be based on F.O.B. Agency warehouse or job site, anywhere within the Parish as designated by the Purchasing Department. This provision does not apply to public works projects

JEFFERSON PARISH requires all products to be new (current) and all work must be performed according to standard practices for the project. Unless otherwise specified, no aftermarket parts will be accepted. Unless otherwise specified, all workmanship and materials must have at least one (1) year guaranty, in writing, from the date of delivery and/or acceptance of the project. Any deviations or alterations from the specifications must be indicated and/or supporting documentation supplied with bid submission.

Bidders should submit all questions in writing and fax them to the Purchasing Department at (504) 364-2693 no later than FIVE (5) working days prior to bid opening. Bid numbers should be mentioned in all requests. Questions may also be emailed to the buyer for this bid at the email address listed above. If submitting online, vendors may send questions via the E-Procurement site no later than Five (5) working days prior to the bid opening.

If this bid requires a pre-bid conference (see Additional Requirements section), bidders are advised that such conference will be held to allow bidders the opportunity to identify any discrepancies in the bid specifications and seek further clarification regarding instructions. The Purchasing Department will issue a written response to bidders' questions in the form of an Addendum. Please note that all official communication will be expressed in the form of an addendum.

All formal Addenda require written acknowledgement on the bid form by the bidder. Failure to acknowledge an Addendum on the bid form shall cause the bid to be rejected. JEFFERSON PARISH reserves the right to award bid to next lowest responsive and responsible bidder in this event.

The purpose and intention of this invitation to bid is to afford all suppliers an equal opportunity to bid on all construction, maintenance, repair, operating supplies and/or equipment listed in this bid proposal. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications.

Visit our website at [HTTP://PURCHASING.JEFFPARISH.NET](http://PURCHASING.JEFFPARISH.NET)

JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection. Bidders are required to complete, sign and return the bid form and/or complete and return the associated line item pricing forms as indicated. Vendors must not alter the bid forms. Doing so will cause the bid to be rejected.

If the bid exceeds \$30,000.00 and the company is duly authorized to do business in the state of Louisiana, a corporate resolution must be submitted with the bid or the person signing the bid documents must be listed on the Louisiana Secretary of State's website as an officer of the corporation, unless bidder has otherwise complied with LSA-R.S. 38:2212(B)(5). If the bid is in excess of \$30,000 and bidder is registered out of the state of Louisiana, a corporate resolution must be submitted with the bid, unless bidder has otherwise complied with LSA-R.S. 38:2212(B)(5). Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. Bids submitted by Owner or Sole Proprietorships must include certification that he or she owns the entity for which the bid is signed. Sole proprietors submitting bids for public works projects shall within 10 days after bid opening submit sole proprietorship certification.

NOTE: A sample corporate resolution can be downloaded from our website <http://purchasing.jeffparish.net> or you may provide your own document. A sample certification of sole proprietorship can also be downloaded from our website <http://purchasing.jeffparish.net> or you may provide your own document.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

A. AWARD OF CONTRACT: JEFFERSON PARISH reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination, as shall in its judgment be in the best interest of JEFFERSON PARISH. Every contract or order shall be awarded to the LOWEST RESPONSIVE and RESPONSIBLE BIDDER, taking into consideration the CONFORMITY WITH THE SPECIFICATIONS and the DELIVERY AND/OR COMPLETION DATE. IN THE EVENT OF SPLIT AWARD, THE PURCHASING DEPARTMENT MAY CONTACT VENDORS TO REQUEST REQUIRED AFFIDAVITS. THOSE VENDORS WILL HAVE 10 DAYS FROM THE DATE OF NOTICE TO SUBMIT COMPLETE, SIGNED AND NOTARIZED AFFIDAVITS IN ORIGINAL FORMATS.

All bid prices shall remain valid for 45 days. Jefferson Parish and the lowest responsive and responsible bidder(s) by mutual written consent may mutually agree to extend the deadline for award by one (1) or more extensions of thirty (30) calendar days.

Preference is hereby given to materials, supplies, and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside the state. "LSA-R.S.38:2251-2261"

B. USE OF BRAND NAMES AND STOCK NUMBERS: Where brand names and stock numbers are specified, it is for the purpose of establishing certain minimum standards of quality. Bids may be submitted for products of equal quality, provided brand names and stock numbers are specified. Complete product data may be required prior to award.

C. CANCELLATION OF CONTRACT: JEFFERSON PARISH reserves the right to cancel all or any part if not shipped promptly. No charges will be allowed for parking or cartage unless specified in quotation. The order must not be filled at a higher price than quoted. JEFFERSON PARISH reserves the right to cancel any contract at anytime and for any reason by issuing a THIRTY (30) day written notice to the contractor.

For good cause and as consideration for executing a contract with Jefferson Parish, vendor conveys, sells, assigns and transfers to Jefferson Parish or its assigns all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular good or services purchased or acquired by Jefferson Parish.

D. PRICES: Jefferson Parish is exempt from paying sales tax under LSA-R.S. 47:301 (8)(c). All prices for purchases by Jefferson Parish of supplies and materials shall be quoted in the unit of measure specified and unless otherwise specified, shall be exclusive of state and Parish taxes. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit price shall prevail.

Quantities listed are for bidding purposes only. Actual requirements may be more or less than quantities listed.

Bidders are not to exclude from participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, or sex; nor discriminate on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, or on the basis of religion, except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Act of 1964, or Title VI and VII of the Act of April 11, 1968, shall also apply. This assurance includes compliance with the administrative requirements of the Revenue Sharing final handicapped discrimination provisions contained in Section 51.55 (c), (d), (e), and (k)(5) of the Regulations. New construction or renovation projects must comply with Section 504 of the 1973 Rehabilitation Act, as amended, in accordance with the American National Standard Institute's specifications (ANSI A17.1-1961).

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

Advertised bids will be tabulated and a copy of the tabulation will be forwarded to each responding bidder.

IN ACCORDANCE WITH STATE REGULATIONS JEFFERSON PARISH OFFERS ELECTRONIC PROCUREMENT TO ALL VENDORS

This electronic procurement system allows vendors the convenience of reviewing and submitting bids online. This is a secure site and authorized personnel have limited read access only. Bidders are encouraged to submit electronically using this free service; while the website accepts various file types, one single PDF file containing all appropriate and required bid documents is preferred. Bidders submitting uploaded images of bid responses are solely responsible for clarity. If uploaded images/documents are not legible, then bidder's submission will be rejected. Please note all requirements contained in this bid package for electronic bid submission.

Please visit the Purchasing Department webpage at <http://purchasing.jeffparish.net> to register and review Jefferson Parish solicitations.

The general specifications for construction projects and the purchase of materials, services and/or supplies are those adopted by the JEFFERSON PARISH Council by Resolution No. 113646 or 113647 dated 12/09/09. The general conditions adopted by this resolution shall be considered as much a part of this document as if they were written wholly herein. A copy may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053. You may also obtain a copy by visiting the Purchasing Department webpage at <http://purchasing.jeffparish.net> and clicking on Online Forms.

ADDITIONAL REQUIREMENTS FOR THIS BID

**PLEASE MATCH THE NUMBERS PRINTED IN THIS BOX WITH THE
CORRESPONDING INSTRUCTIONS BELOW.**

3,4,5,6,8,10,11,12,15

1. All bidders must attend the MANDATORY pre-bid conference and will be required to sign in and out as evidence of attendance. In accordance with LSA R.S. 38:2212(I), all prospective bidders shall be present at the beginning of the MANDATORY pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.
2. Attendance to this pre-bid conference is optional. However, failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. Furthermore, failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification with no additional cost to the owner.
3. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project. Contractor must also hold any and all applicable Federal and State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.
4. A LA State Contractor's License will be required in accordance with LSA R.S. 37-2150 et. seq. and such license number will be shown on the outside of the bid envelope. Failure to comply will cause the bid to be rejected. Additionally if submitting the bid electronically, then the license number must be entered in the appropriate field in the Electronic Procurement system. Failure to comply will cause the bid to be rejected.
5. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
6. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

7. PUBLIC WORKS BIDS: All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. NON-PUBLIC WORKS BIDS: A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. NON-PUBLIC WORKS BIDS: A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. Unless otherwise stated in the bid specifications, the successful bidder will be required to procure standard insurance policies evidencing Parish-mandated insurance requirements as indicated on the attached sheet. The current certificate of insurance must be submitted by low bidder within 10 days after bid opening to the Purchasing Department. Failure to comply will cause bid to be rejected. JEFFERSON PARISH reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. All sureties must be in original format (no copies) If submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations on warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits (in Original Format) required; Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit and E-Verify Affidavit must be completed, signed, notarized and submitted by low bidder within 10 days after bid opening to the Purchasing Department on all solicitations for construction, alteration or demolition of public building or project, including but not limited to requirements found in LSA-RS 38:2212.9; LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1. Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format for the bid to be considered responsive.
15. NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits (in Original Format) required; Non-Collusion Affidavit, and Campaign Contribution Affidavit must be completed, signed, notarized and submitted by low bidder within 10 days after bid opening to the Purchasing Department. See LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1 Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format for the bid to be considered responsive.
16. The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement and/or Federal funding reimbursement.. As such, the referenced attachment will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and submitted within 10 days of bid opening. Failure to submit applicable certifications within 10 days of bid opening will result in bid rejection.
17. For this project, the Contractor shall not pay any state or local sales or use taxes on materials and equipment which are affixed and made part of the immovable property of the project or which permanently incorporated in the project (hereinafter referred to as "applicable materials and equipment"). All purchases of applicable materials or equipment shall be made by the contractor on behalf of and as the agent of Jefferson Parish (Owner), a political subdivision of the State of Louisiana. No state and local sales and use taxes are owned on applicable materials and equipment under the provisions of Act 1029 of the 1991 Regular Session - Louisiana Revised Statute 47:301(8)(c). Owner will furnish contractor a certificate form which certifies that Owner is not required to pay such state or local sales and use taxes, and contractor shall furnish a copy of such certificate to all vendors or suppliers of the applicable materials and equipment

It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission: and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the Inspector General in any investigation, audit, inspection, performance review, or hearing pursuant to Jefferson Parish Code of Ordinances Section 2-155.10(19). By submitting a bid, vendor acknowledges this and will abide by all provisions of the referenced Jefferson Parish Code of Ordinances.

All Public Work Projects are required to use the Louisiana Uniform Public Work Bid Form

All prices must be held firm unless an escalation provision is requested in this bid. Jefferson Parish will allow one escalation during the term of the contract, which may not exceed the U.S. Bureau of Labor Statistics National Index for all Urban Consumers, unadjusted 12 month figure. The most recently published figure issued at the time an adjustment is requested will be used. A request must be made in writing by the vendor, and the escalation will only be applied to purchases made after the request is made.

Are you requesting an escalation provision?

YES _____ NO _____

MAXIMUM ESCALATION PERCENTAGE REQUESTED _____%

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF _____.

For the purposes of comparison of bids when an escalation provision is requested, Jefferson Parish will apply the maximum escalation percentage quoted by the bidder to the period to which it is applied in the bid. The initial price and the escalation will be used to calculate the total bid price. It will be assumed, for comparison of prices only, that an equal amount of material or labor is purchased each month throughout the entire contract.

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES _____

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) _____

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: _____

ADDRESS: _____

CITY, STATE: _____ ZIP: _____

TELEPHONE: () _____ FAX: () _____

EMAIL ADDRESS: _____

In the event that addenda are issued with this bid, bidders MUST acknowledge all addenda on the bid form. Bidder must acknowledge receipt of an addendum on the bid form as indicated. Failure to acknowledge any addendum on the bid form will result in bid rejection.

Acknowledge Receipt of Addenda: NUMBER: _____

NUMBER: _____

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ _____

AUTHORIZED

SIGNATURE: _____

Printed Name

TITLE: _____

SIGNING INDICATES YOU HAVE READ AND COMPLY WITH THE INSTRUCTIONS AND CONDITIONS.

NOTE: All bids should be returned with the BID NUMBER and BID OPENING DATE indicated on the outside of the envelope submitted to the Purchasing Department.

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00116779

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	36.00	MO	<p>Labor,materials,& equipment necessary to supply full coverage preventive & repair maintenance for the HVAC & associated devices at the John A. Alario Sr. Event Center & Segnette Field Baseball Stadium</p> <p>0001 Maintenance and Service Program for Environmental and Mechanical Systems for the John A. Alario, Sr. Event Center and Segnette Field Baseball Stadium.</p> <p>Provide a three year, full coverage preventative and repair maintenance program for servicing all equipment and associated devices relating to the HVAC systems at the John A. Alario, Sr. Event Center and Segnette Field Baseball Stadium. Vendor shall furnish all personnel, parts, materials, test equipment, tools, and services in accordance with the attached specifications.</p> <p>No pre-bid conference is required.</p> <p>Location: John A. Alario, Sr. Event Center 2000 Segnette Blvd. Westwego, LA 70094</p>		

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF

INCORPORATED.

AT THE MEETING OF DIRECTORS OF _____
INCORPORATED, DULY NOTICED AND HELD ON _____,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED THAT _____, BE AND IS HEREBY
APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-
FACT OF THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON
BEHALF OF THIS CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS
AND TRANSACTIONS WITH THE PARISH OF JEFFERSON OR ANY OF ITS AGENCIES,
DEPARTMENTS, EMPLOYEES OR AGENTS, INCLUDING BUT NOT LIMITED TO, THE
EXECUTION OF ALL BIDS, PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES,
CONTRACTS AND ACTS AND TO RECEIVE ALL PURCHASE ORDERS AND NOTICES
ISSUED PURSUANT TO THE PROVISIONS OF ANY SUCH BID OR CONTRACT, THIS
CORPORATION HEREBY RATIFYING, APPROVING, CONFIRMING, AND ACCEPTING
EACH AND EVERY SUCH ACT PERFORMED BY SAID AGENT AND ATTORNEY-IN-
FACT.

I HEREBY CERTIFY THE FOREGOING TO BE
A TRUE AND CORRECT COPY OF AN
EXCERPT OF THE MINUTES OF THE ABOVE
DATED MEETING OF THE BOARD OF
DIRECTORS OF SAID CORPORATION, AND
THE SAME HAS NOT BEEN REVOKED OR
RESCINDED.

SECRETARY-TREASURER

DATE

Non-Public Works Bid Affidavit Instructions

- Affidavit is supplied as a courtesy to Affiants, but it is the responsibility of the affiant to insure the affidavit they submit to Jefferson Parish complies, in both form and content, with federal, state and parish laws.
- Affidavit must be signed by an authorized representative of the entity or the affidavit will not be accepted.
- Affidavit must be notarized or the affidavit will not be accepted.
- Notary must sign name, print name, and include bar/notary number, or the affidavit will not be accepted.
- Affiant **MUST** select either A or B when required or the affidavit will not be accepted.
- Affiants who select choice A must include an attachment or the affidavit will not be accepted.
- If both choice A and B are selected, the affidavit will not be accepted.
- Affidavit marked N/A will not be accepted.
- It is the responsibility of the Affiant to submit a new affidavit if any additional campaign contributions are made after the affidavit is executed but prior to the time the council acts on the matter.

Instruction sheet may be omitted when submitting the affidavit

Non-Public Works Bid

AFFIDAVIT

STATE OF _____

PARISH/COUNTY OF _____

BEFORE ME, the undersigned authority, personally came and appeared: _____
_____, (Affiant) who after being by me duly sworn, deposed and said that
he/she is the fully authorized _____ of _____ (Entity),
the party who submitted a bid in response to Bid Number _____, to the Parish of
Jefferson.

Affiant further said:

Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

Choice B _____ there are **NO** campaign contributions made which would require disclosure under Choice A of this section.

Debt Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

Choice B _____ There are **NO** debts which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

[The remainder of this page is intentionally left blank.]

That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.

Signature of Affiant

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE _____ DAY OF _____, 20____.

Notary Public

Printed Name of Notary

Notary/Bar Roll Number

My commission expires _____.

INSURANCE REQUIREMENTS - BIDS

All insurance requirements shall conform to Jefferson Parish Resolution No. 113646 or No. 113647. The contractor shall not commence work under this contract until he has obtained all insurance and complied with the requirements of the specifications and said Parish Resolutions. Except as otherwise provided by law, the Parish Attorney's Office with the concurrence of the Director of Risk Management is authorized to omit in whole or part the insurance requirements of this section in connection with contracts. Vendors inquiring about this shall submit his written request to the Purchasing Department prior to the due date of the bid. Contractor must deliver and maintain such insurances as provided; failure to do so shall be grounds for suspension, discontinuation or termination of the contract.

Successful bidder will be required to procure standard insurance policies evidencing Parish mandated insurance requirements indicated below. The current certificate of insurance must be submitted by low bidder within 10 days after bid opening to the Purchasing Department. Failure to comply will cause bid to be rejected.

1. WORKER'S COMPENSATION INSURANCE

As required by Louisiana State Statute, exception; Employer's Liability, Section B shall be \$1,000,000 per occurrence when Work is to be over water and involves maritime exposures to cover all employees not covered under the State Worker's Compensation Act, otherwise this limit shall be no less than \$500,000 per occurrence.

2. COMMERCIAL GENERAL LIABILITY

Shall provide limits not less than the following: \$1,000,000.00 Combined Single Limit per Occurrence for bodily injury and property damage.

3. COMPREHENSIVE AUTOMOBILE LIABILITY

Bodily injury liability \$1,000,000.00 each person; \$1,000,000.00 each occurrence.
Property Damage Liability \$1,000,000.00 each occurrence.

DEDUCTIBLES

No insurance required shall include a deductible not greater than \$10,000.00. The cost of the deductible shall be borne by the contractor.

NOTE: If the vendor requires a change in deductibles, the request must be submitted in writing to the Purchasing Department prior to the due date of the bid. Such request shall be reviewed by the Parish Attorney's Office.

UMBRELLA LIABILITY COVERAGE

An umbrella policy or excess may be used to meet minimum requirements.

CONSTRUCTION AND RENOVATION PROJECTS:

Unless otherwise specified in the bid, these additional insurance is required. Such insurance is due upon contract execution.

OWNER'S PROTECTIVE LIABILITY

To be for the same limits of liability for bodily injury and property damage liability established for commercial general liability.

BUILDER'S RISK INSURANCE

The contractor shall maintain Builder's Risk Insurance at his own expense to insure both the owner (Parish of Jefferson) and contractor as their interest may appear.

NOTE for CERTIFICATE HOLDER:

All insurance certificates shall list the certificate holder as follows:

"The Parish of Jefferson, its Districts, Departments and Agencies under the direction of the Parish President and the Parish Council." Additionally, the address on the Certificates should reflect the department which is letting the bid and reference the respective bid number.

Revised 2.10.2014